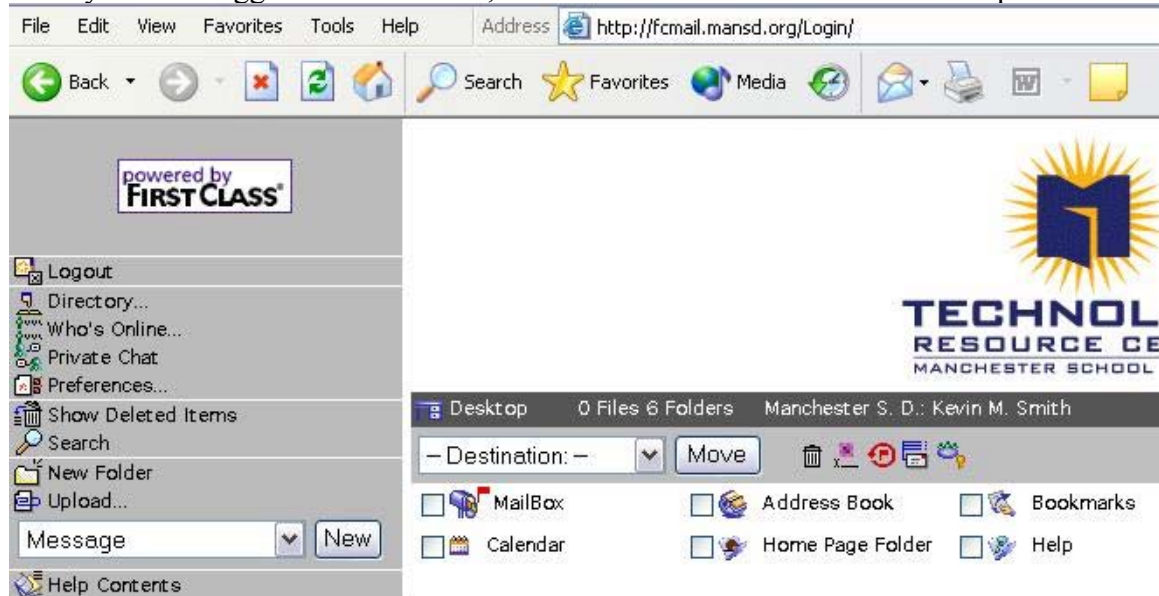# FirstClass Check Email Instructions

Your email stays on the FirstClass server and will automatically be available for you to view when it is received. There is no check mail button.

After you have logged into the server, click the mailbox icon from the desktop.

Unread email will be marked with a red flag. You can sort your messages by name, size, subject or time by clicking on the column header. Click on an email in your inbox to read the message.

After you read the message you can delete, reply or forward the message using the toolbar on the left side of the screen. If you wish to return to the mailbox click mailbox or up one level from the toolbar.

You can access online help from the help contents button on the left hand toolbar. This will provide you with detailed information on this subject.